

Guide for Unintended Transactions

DATE OF LAST UPDATE

July 24, 2023

LAST UPDATED BY

Bethany Rapp

Did this unintended personal transaction happen while not traveling on university business? If so, **begin at Part 1.**

Did this charge happen while on a trip for the university? If so, proceed normally with your expense report and **skip to Part 2B.**

STEP	ACTIVITY
Part 1:	Creating an Expense Report for Your Unintended Transaction
Log into SAP Concur and click on “Expense” in the top toolbar. Select “Create New Expense.”	 <p>The screenshot shows the SAP Concur 'Manage Expenses' page. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The 'Expense' menu item is highlighted with a yellow box. Below the navigation bar, the page title is 'Manage Expenses' and the sub-section is 'REPORT LIBRARY'. On the right side of the report library, there are two buttons: 'Active Reports' and 'Create New Report'. The 'Create New Report' button is highlighted with a yellow box. Below the report library, there are two report entries: 'TEST: Employee Recruitment' and 'Fraud Transaction', each with a red exclamation mark icon.</p>

Fill out the report header as normal with these special adjustments:

Under trip name, type **"Unintended Personal Transaction."**

Select the date of the transaction.

For **Traveler Type** and **Trip Purpose**, enter **"Unintended Transaction."**

In comment section, add some text explaining the unintended transaction and then **"Create Report"**.

The screenshot shows a 'Create New Report' form with the following fields and values:

- Policy: *CSU-Expense Policy
- report/trip name: Unintended Personal Transactions
- trip type: 1-In-State
- Travel Start Date: 07/01/2023
- Travel End Date: 07/03/2023
- Traveler Type: Unintended Transaction
- Trip Purpose: Unintended Transaction
- Personal Dates of Travel if none enter N/A: N/A
- Are you travelling to a banned state?: No
- Are you traveling with students?: No
- Business Unit: (HMCMP) HMCMP - Humboldt State University
- Fund: (HM500) HM500 - OPERATING FUND
- Department: (D30003) D30003 - ACCOUNTS PAYABLE
- Program, Class, Project: (empty)

At the bottom right, there are 'Cancel' and 'Create Report' buttons. The 'Create Report' button is highlighted with a yellow box.

Select **“Add Expense”** to add in your credit card transaction.

Unintended Personal Transactions \$0.00
 Not Submitted | Report Number: LUE7AN

Report Details | Print/Share | Manage Receipts | Travel Allowance | View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to View: Standard

No Expenses
 Add expenses to this report to submit for reimbursement.

Select the transaction, then click **“Add To Report”**.

Add Expense

1 Available Expenses Create New Expense

<input checked="" type="checkbox"/>	Payme... ↓	Expens... ↓	Expens... ↓	Vendor ... ↓	Date ▾	Amount ↓
<input checked="" type="checkbox"/>	*CSU-USBank-CBCP	Corporate Card	Registration/Fees	NATIONAL ASSOCIATION OF E	07/13/2023	\$350.00

Close **Add To Report**

Once the transaction is added to the report, click on the expense type to bring you into the details of the transaction. Select the expense type **“Personal/Nonreimbursable”**

← → Registration/Fees \$350.00
 07/13/2023 | NATIONAL ASSOCIATION OF E | Corporate Card

Details Itemizations

Allocate

Expense Type * Required field

Registration/Fees

09. Other

Memberships

Newspapers/Magazines/Books

Other Expense

Personal/Non Reimbursable

Request *
 10/15/2023 \$350.00 - NAEP District VI Rani

Alerts: 1

Click **“Submit Report”**. You will receive instructions via email to pay this back at the Cashier's office located on the second floor of SBS or online.

Unintended Personal Transactions \$0.00
 Not Submitted | Report Number: E016CV

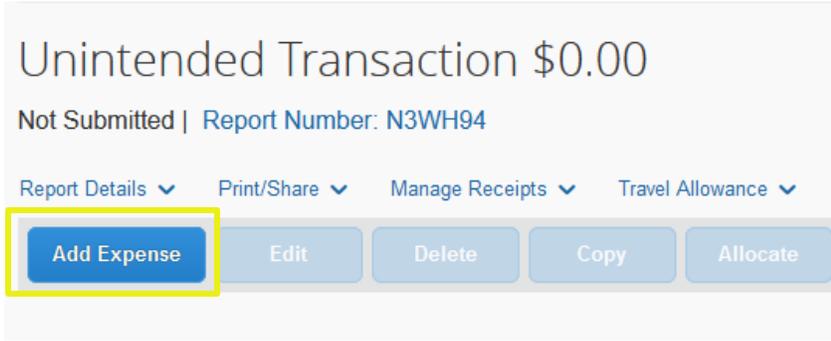
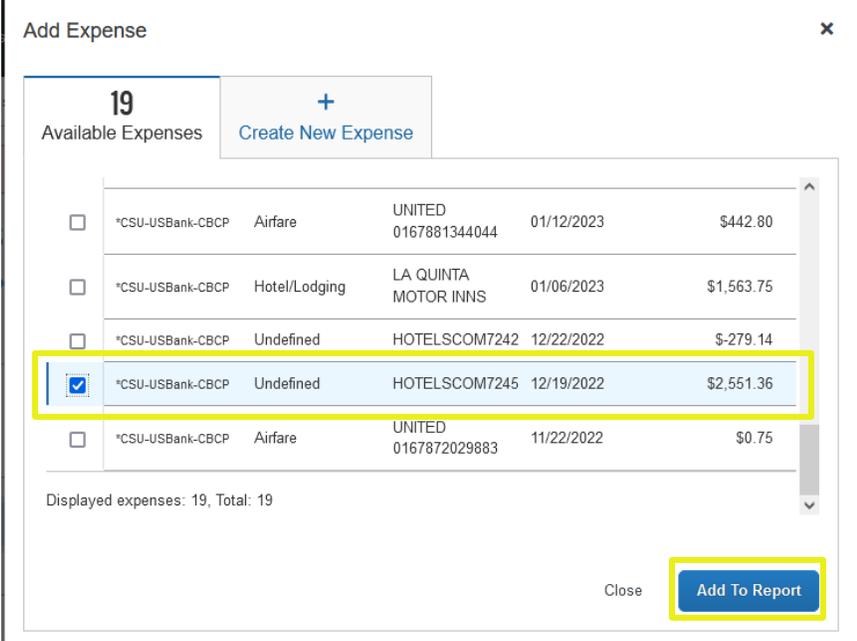
Request Approved \$1,681.00

Report Details | Print/Share | Manage Receipts | Travel Allowance | View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to View: Standard

<input type="checkbox"/>	Alerts ↓	Receipt ↓	Payment Type ↓	Expense Type ↓	Vendor Details ↓	Date ▾	Amount ↓	Requested ↓
<input type="checkbox"/>			*CSU-USBank-CBCP	Personal/Non Reimbursable	NATIONAL ASSOCIATION OF E	07/13/2023	\$350.00	\$0.00 Personal
							\$350.00	\$0.00

Delete Report Copy Report **Submit Report**

<p>Part 2:</p>	<p align="center">Creating the Expense Report for your Unintended Transaction</p>																														
<p>Part 2B: Start here if your unintended charge happened during a trip...</p> <p>When you return from your travels, navigate to your approved request, and select "Create Expense Report".</p>	 <p>Unintended Transactions \$200.00 Approved Request ID: 6YPG</p> <p>Request Details ▾ Print/Share ▾ Attachments ▾</p> <p>More Actions ▾ Create Expense Report</p>																														
<p>This will automatically bring you over to an expense report. Click "Add Expense".</p>	 <p>Unintended Transaction \$0.00 Not Submitted Report Number: N3WH94</p> <p>Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾</p> <p>Add Expense Edit Delete Copy Allocate</p>																														
<p>From your available expenses, click the box on the left of the unintended transaction you need to add to this report, then click "Add to Report".</p>	 <p>Add Expense ×</p> <p>19 Available Expenses + Create New Expense</p> <table border="1"> <tbody> <tr> <td><input type="checkbox"/></td> <td>*CSU-USBank-CBCP</td> <td>Airfare</td> <td>UNITED 0167881344044</td> <td>01/12/2023</td> <td>\$442.80</td> </tr> <tr> <td><input type="checkbox"/></td> <td>*CSU-USBank-CBCP</td> <td>Hotel/Lodging</td> <td>LA QUINTA MOTOR INNS</td> <td>01/06/2023</td> <td>\$1,563.75</td> </tr> <tr> <td><input type="checkbox"/></td> <td>*CSU-USBank-CBCP</td> <td>Undefined</td> <td>HOTELSCOM7242</td> <td>12/22/2022</td> <td>\$-279.14</td> </tr> <tr style="border: 2px solid yellow;"> <td><input checked="" type="checkbox"/></td> <td>*CSU-USBank-CBCP</td> <td>Undefined</td> <td>HOTELSCOM7245</td> <td>12/19/2022</td> <td>\$2,551.36</td> </tr> <tr> <td><input type="checkbox"/></td> <td>*CSU-USBank-CBCP</td> <td>Airfare</td> <td>UNITED 0167872029883</td> <td>11/22/2022</td> <td>\$0.75</td> </tr> </tbody> </table> <p>Displayed expenses: 19, Total: 19</p> <p align="right">Close Add To Report</p>	<input type="checkbox"/>	*CSU-USBank-CBCP	Airfare	UNITED 0167881344044	01/12/2023	\$442.80	<input type="checkbox"/>	*CSU-USBank-CBCP	Hotel/Lodging	LA QUINTA MOTOR INNS	01/06/2023	\$1,563.75	<input type="checkbox"/>	*CSU-USBank-CBCP	Undefined	HOTELSCOM7242	12/22/2022	\$-279.14	<input checked="" type="checkbox"/>	*CSU-USBank-CBCP	Undefined	HOTELSCOM7245	12/19/2022	\$2,551.36	<input type="checkbox"/>	*CSU-USBank-CBCP	Airfare	UNITED 0167872029883	11/22/2022	\$0.75
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Once the transaction is added to your report, click into the transaction line to bring up the details. Under the "Expense Type" drop down menu, select "**Personal/Non Reimbursable**". Add a receipt if necessary and then click "**Save Expense**". Write a comment if you need to provide any context.

Allocate * Required field

Expense Type *

Undefined

Other Expense

Personal/Non Reimbursable

Registration/Fees

Supplies

10. Team/Group

HOTELSCOM7245315477405

Amount: 2,551.36 Currency: US, Dollar

Comments To/From Approvers/Processors

Save Expense Cancel

Click here or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

Once you have added the expense as "Personal/Non Reimbursable", you may "**Submit Report**". You will receive instructions via email to pay this back at the Cashier's office located on the second floor of SBS or online.

Unintended Transaction \$0.00 **Delete Report** **Submit Report**

Not Submitted | Report Number: N3WH94

Report Details Print/Share Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to View: Standard